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ABSTRACT

This competency-based curriculum for child care occupations is composed of 30 tasks. For each task, the following information is provided: task title, task number, behavioral objectives, required resources, learning activities with required resources and/or assignments, and recommended student evaluation. Topics covered include participation in the Latch Key Program, writing lesson plans, achieving objectives in a lesson plan, teaching responsibilities (snacks, bulletin boards), laboratory experience, child care aide, behavior, motivation related to behavior, communicating effectively with small children, disciplining children, teaching activities to children, child care settings, developing creative activities for children, evaluating play equipment, child nutrition, and child health. A bibliography and list of resources keyed to the learning activities are attached. The list of resources consist of materials that would need to be developed by the teacher and that are not included in this document. (YLB)

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CHILD CARE OCCUPATIONS/ COMPETENCY BASED CURRICULUM

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CE 045 115

PROGRAM: Child Care Occupations

TASK TITLE: Latch Key Program Introduction

TASK NUMBER: 1

STUDENT WILL: become workers in the "Latch Key Program."

GIVEN: School Calendar
W-2 Forms
Letter to Parents
Course Outline

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Program Explanation	
a. "Teachers" Schedule	1a. Write out "after school" schedule
b. Letter to Parents	1b. Resource A
c. Grant	
d. Observation week by students	
2. Visit Facility	
a. meet cordinator	
3. Discuss questions and concerns	
a. Hand out Child Development topics (outline)	
4. Hand out W-2 forms	4. Resource B

EVALUATION:

1. Student will be prepared to discuss questions and concerns about the program.

2. Student must sign a contract understanding their committment toward working on the Latch-Key Program.

PROGRAM: Child Care Occupations

TASK TITLE: Latch-Key Articles

TASK NUMBER: 2

STUDENT WILL: research a topic concerning Latch-Key children.

GIVEN: Articles on Latch-Key Children

LEARNING ACTIVITIES

1. What makes up a latch-key child?

RESOURCES/ASSIGNMENTS

1. Articles on Latch-Key children; Resource D and bibliography sources.

EVALUATION:

1. Student will write a two page summary of an article concerning Latch-Key children with a 70% accuracy rate based on the context area and grammatical excellence.

2. Student will be prepared for an oral presentation of article summary.

PROGRAM: Child Care Occupations

TASK TITLE: Teacher Lesson Plans

TASK NUMBER: 3

STUDENT WILL: write a lesson plan.

GIVEN: Lesson Plan Formed
Overhead Projector, transparencies
Sample Lesson Plans

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Discuss lesson plan format a. Weekly theme--activities will be centered around a weekly theme b. Objectives--specific tasks will be accomplished by children daily.	1. Resource C
2. Write out a lesson plan using zoo/ circus as the theme.	2. Assignment: Write out a lesson plan using zoo/circus as theme.

EVALUATION:

1. Student must accomplish writing a lesson plan with 100% accuracy.
2. Student will be prepared to orally explain their own lesson plan.

PROGRAM: Child Care Occupations

TASK TITLE: Goals

TASK NUMBER: 4

STUDENT WILL: define goals.

GIVEN: Example lesson plans

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. List examples of goals for childrens development.	
2. Establish the proper procedures in order to accomplish a goal.	2. Resource 15; page 212

EVALUATION:

1. Student will, in writing, explain the proper procedures in order to accomplish a goal with 100% accuracy.

2. Student will define a goal with 100% accuracy, often relating it to a lesson plan.

PROGRAM: Child Care Occupations

TASK TITLE: Objectives

TASK NUMBER: 5

STUDENT WILL: identify terms related to establishing objectives when writing lesson plans.

GIVEN: Examples of objectives, themes, concepts from lesson plans

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LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Define, objectives, curriculum, theme, concept	1. Resource 13; chapter 22
2. Practice using illustrative verbs when writing out objectives	2. Assignment: Write out objectives for lesson plan from yesterday.

EVALUATION:

1. Student must be able to define goals, objectives, curriculum, theme, concept with 100% accuracy.

2. Student will write out objectives for their lesson plans with 100% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Teaching Responsibilities (Making Snack)

TASK NUMBER: 6

STUDENT WILL: write out nutritious snack recipes

GIVEN: 3 x 5 index cards
Snack Sheets

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Snack Procedures	1. Resource C Find and write out nutritious snacks on 3 X 5 cards working with government subsidies.
2. Grocery list	2. Write out grocery order and include a cost analysis

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EVALUATION:

1. Student will write out snack recipes on 3 x 5 index cards for a five day peiod of time.

2. Student will write grocery orders and shop for snacks looking at cost comparisons while staying within a classroom budget.

PROGRAM: Child Care Occupations

TASK TITLE: Teaching Responsibilities (Bulletin Boards)

TASK NUMBER: 7

STUDENT WILL: develop a bulletin board

GIVEN: Construction Paper
Scissors/Tape/Glue

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Develop bulletin board ideas.	1. Plan, on paper, a bulletin board to complement lesson plans.

EVALUATION:

1. Student will prepare a bulletin board to complement their lesson plans following directions within 80% accuracy.

2. Student will display there bulletin board and will orally explain its function.

PROGRAM: Child Care Occupations

TASK TITLE: Laboratory Experience

TASK NUMBER: 8

STUDENT WILL: work at complete laboratory experience.

GIVEN: Lesson Plans
Snack Sheets
Construction Paper
Resources C, E, F

LEARNING ACTIVITIES

1. Discuss specific student duties for laboratory days.

2. Laboratory work

RESOURCES/ASSIGNMENTS

1. Group 1: "Teachers"--Develop lesson plans

   Group 2: Snack sheets and snacks

   Group 3: Bulletin Board

EVALUATION:

1. Student will work in groups to accomplish all teaching responsibilities. They will score 80% accuracy on a production checklist.

PROGRAM: Child Care Occupations

TASK TITLE: Evaluating the Program

TASK NUMBER: 9

STUDENT WILL: fill out evaluation forms from their work experience

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GIVEN: Evaluation Forms
Resources G, H, I, J

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Discuss evaluation forms --Given by instructor, child development students, program coordinator	1. Resource G, H, I, J

EVALUATION:

1. Student will accurately fill out evaluation forms for their own teaching experiences.

PROGRAM: Child Care Occupations

TASK TITLE: The Child Care Aide

TASK NUMBER: 10

STUDENT WILL: identify qualities needed to become a child care aide.

GIVEN: Resources 12, A3-31

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Pamphlet on "What is a Child Care Aide?" Discussion --Levels of Development intellectual social emotional physical	1. Resource 12; page A-3 to A-6. Answer questions from pamphlet.
2. The Child Care Aide: --Responsibilities --Cooperation	2. Resource 12; pg. A-19 to A-31
3. Pamphlet on "What is a Child Care Center?" Discuss --Checking for safety	3. Resource 12; pg. A-13 to A-17. Answer questions from pamphlet. Assignment: Write out responsibilities of child care aides who work with older children.

EVALUATION:

1. Students will answer questions from pamphlets with 70% accuracy.

2. Students will develop skills, obtained from a checklist, necessary to successfully perform job responsibilities 100% by the time.

PROGRAM: Child Care Occupations

TASK TITLE: Childhood Days

TASK NUMBER: 11

STUDENT WILL: remember childhood experiences

GIVEN: set of questions on childhood.

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Individual questions about childhood. Discuss	1. Resource K
2. Study for exam over program development and child care aides.	

EVALUATION:

1. Student will be graded on oral communications of childhood days.

PROGRAM: Child Care Occupations

TASK TITLE: Evaluation

TASK NUMBER: 12

STUDENT WILL: test their knowledge of their teaching through a written examination.

GIVEN: Resource L

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Test over Latch Key program qualifications.	1. Resource L
2. Laboratory Experience	
3. Use remaining time to work in a laboratory setting.	

EVALUATION:

1. Student will accurately answer 80% of the test questions.

PROGRAM: Child Care Occupations

TASK TITLE: What is Behavior?

TASK NUMBER: 13

STUDENT WILL: define behavior and its influences

GIVEN: Resource 13
Overhead projector

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Lecture about behavior	
a. Define Behavior --positive, negative, exceptional	1a. Resource 14, Chapter 15, pg. 250.
b. Influences of behavior --internal, external	2b. List 5 internal and external influences of behavior
2. Read resource 13, Chapter 15.	
3. Decision concerning	
a. Behavior vs. Misbehavior	3a. Resource 20, Chapter 5
b. Explanation of specific behavior	

EVALUATION:

1. Student will list four internal and external influences of behavior with 80% accuracy.

2. Student will distinguish specific behaviors necessary for understanding personal relationships within the Latch-Key Program.

PROGRAM: Child Care Occupations

TASK TITLE: Motivation Related to Behavior

TASK NUMBER: 14

STUDENT WILL: discover why children are motivated toward different types of behavior.

GIVEN: Resource 14, 20

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Discussion concerning motivation as related to behavior. Discover: 1) child's goal 2) what motivation is behind the goal. 3) child's true needs.	1. Assignment: Discuss with a Latch-Key child some of their goals. Be sure to discover three things related to motivation. Resource 14, Chapter 15.
2. List behavior problems seen at Latch-Key. Discuss problems.	
3. Look at ways to improve relationships with children.	3. Resource 20 Assignment: For one week try to work on improving a relationship.

EVALUATION:

1. Student will follow a checklist with 70% accuracy when working on improving a relationship.
2. Student must interview latch-key child following specific guidelines which include writing up their responses with an oral presentation to classmates.

PROGRAM: Child Care Occupations

TASK TITLE: Personal Feelings

TASK NUMBER: 15

STUDENT WILL: discuss the relationship between motivation and goal as related to behavior

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GIVEN: Resource 13, 14

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Discuss the following questions: --Behavior has a purpose? --Can you always find the reason for a child's actions? --How important is the motivational aspect of behavior?	1. Complete resource 14
2. Discuss resource 14 on Motivation and Behavior	2. Motivation and Behavior pg. 258
3. Discuss Resource 14 on Personal Feelings by sharing information with the class	3. Resource 14, pg. 257
4. Work on questions 1-8 on Chapter 15.	4. Resource 13

EVALUATION:

1. Student will express openly their feelings pertaining to goals, motivation and behavior, while following a specific checklist of questions.

2. Student will successfully answer questions with 70% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Let's Communicate

TASK NUMBER: 16

STUDENT WILL: communicate effectively with small children

GIVEN: Resource 12, 15

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Notes on How to Communicate.	1. Resource 12, pg. A; 73-74
2. Write remarks that may be made by children. Then make up sayings that the child may have been feeling when the remark was made.	2. Resource 15, pg. 367
3. Demonstrate non-verbal communication skills by acting out simple non-verbal messages to classmates.	3. Resource 15, pg. 368
4. Identify and practice rules for giving directions by reading specific instructions which the children must follow.	4. Resource 15, pg. 365-366

EVALUATION:

1. Student will orally communicate to the class following a production checklist of positive techniques.

PROGRAM: Child Care Occupations

TASK TITLE: Discipline vs. Punishment

TASK NUMBER: 17

STUDENT WILL: discipline children

GIVEN: Resource N, D, 16

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Discuss worksheet concerning discipline--To Teach and Train.	1. Observe discipline situations Report results. Resource N.
2. Lecture concerning discipline vs. punishment.	
3. Discuss forms of verbal guidance.	3. Resource O
4. Students will form into groups and discuss forms of discipline they experienced as a child.	
5. Discuss types of discipline.	
6. Begin reading Chapter 16, questions 1-16.	6. Chapter 16

EVALUATION:

1. Student will observe discipline situations and will teach and train the class with 100% accuracy.
2. Student will distinguish between discipline vs. punishment with 80% accuracy when roleplaying situations.
3. Student will successfully answer questions with 70% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Positive Guidance Techniques

TASK NUMBER: 18

STUDENT WILL: identify practical positive solutions when disciplining children

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GIVEN: overhead projector
Resources 12, 15, P

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Look at guides in working of children	1. Resource 12
2. Discuss and practice ways to use positive guidance techniques.	2. Resource 15, pg. A-120
3. View the A, B, C's of guiding children.	3. Resource 12, pg. A-75
4. Role play discipline situations. Attempt to use positive guidance techniques.	4. Resource P

EVALUATION:

1. Students must use positive guidance techniques 90% of the time when working with the children.

2. Student will distinguish between positive and negative guidance techniques with 80% accuracy when roleplaying situations.

PROGRAM: Child Care Occupations

TASK TITLE: Evaluation

TASK NUMBER: 19

STUDENT WILL: test their knowledge concerning behavior

GIVEN: Test

LEARNING ACTIVITIES

1. Test over communication behavior and discipline.
2. Work on laboratory assignments.

RESOURCES/ASSIGNMENTS

1. Resource M

EVALUATION:

1. Students must pass their evaluation test with 65% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Teaching Activities to Children

TASK NUMBER: 20

STUDENT WILL: list activities to help promote play

GIVEN: 3 x 5 notecard
Resource R, 14

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Pretest on Teaching and Learning Strategies.	1. Resource 14, pg. 329
2. Correct Pre-Test	
3. List specific activities to promote play in areas of development for gross and small motor skills.	
4. Benefits of Play to Young Children Form into groups and write on 3x5 cards activities for children to play. Catagorize by age groups. (0-1/ 1-3/ 3-6/ 6-10)	4. Resource R Categories: art, table games, woodwordking; toys/blocks, playing house, music, books/stories, science activities.

EVALUATION:

1. Student will distinguish between small and gross motors in the areas of development with 80% accuracy.

2. Student will develop activities for children of different age groups with 80% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Teaching & Learning Strategies

TASK NUMBER: 21

STUDENT WILL: play games

GIVEN: Board Games

LEARNING ACTIVITIES

1. Read Chapter 23

2. Take time to play games from Latch Key Program. Each student should know how to play all of the games.

RESOURCES/ASSIGNMENTS

1. Resource 13
   Answer question 1-16 pg. 438

EVALUATION:

1. Student will understand directions of each game at Latch-Key with 100% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Child Care Settings

TASK NUMBER: 22

STUDENT WILL: identify the importance of following schedules and differentiating settings in the child care setting

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GIVEN: Resource I, 13

LEARNING ACTIVITIES

1. Correct questions 1-16

2. Discuss different child care settings

   --Structured
   --Unstructured
   --Open

   Following a schedule and planning
   Discuss ways to implement our schedule
   Large group vs. small group activities
   vs. individualized activities.

3. Ways to promote play in young children.

4. Form in groups. Share ideas on forming small group activities for the Latch-Key Program.

RESOURCES/ASSIGNMENTS

1. Resource 13, pg. 438

2. Resource 13, Chapter 23

Assignment
Think up different activities for large, small, individualized groups for the Latch-Key Program.

EVALUATION:

1. Student will follow checklist for setting up small and large groups at Latch-Key.

PROGRAM: Child Care Occupations

TASK TITLE: Play Activities

TASK NUMBER: 23

STUDENT WILL: develop creative activities for children

GIVEN: Resource AA, BB, U, V, W, K, Y, E

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Explain Arts Do's and Don'ts for children	1. Resource AA
2. Discuss creativity for play and art activities.	2. Resource BB
3. In groups: develop finger play activities, songs, art projects, science and social study experiences.	3. Resources u, v, w, x, y, z

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EVALUATION:

1. Student will develop activities for children following guidelines for specific content areas.

PROGRAM: Child Care Occupations

TASK TITLE: Selecting Play Equipment

TASK NUMBER: 24

STUDENT WILL: evaluate play equipment

GIVEN: Resource CC, DD, FF, 10

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Toys are Tools of Play	1. Resource CC, worksheet
2. Toys Safety Hints	2. Resource DD, worksheet
3. What Makes Play equipment right for young children	3. Resource FF, worksheet
4. Explain Special aspects to consider when choosing toys for children	4. Resource 10

EVALUATION:

1. Student will evaluate children's toys for safety following a safety checklist.

PROGRAM: Child Care Occupations

TASK TITLE: Activities for Children

TASK NUMBER: 25

STUDENT WILL: demonstrate their game/toy to the class

GIVEN: VCR camera equipment
Resource S

LEARNING ACTIVITIES

1. Read Chapter 24 "Activities for Children."
2. Make up toy/game appropriate to age level of Latch-Key Children.

RESOURCES/ASSIGNMENTS

1. Assignment: Answer questions at end of Chapter 24. Resource 13
2. Assignment: Resource S Show-N-Tell toy/game

EVALUATION:

1. Student will answer questions correcting with 75% accuracy.
2. Student will demonstrate their toy/game following a production checklist with 70% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Evaluation of Play Unit

TASK NUMBER: 26

STUDENT WILL: test their knowledge from the play unit

GIVEN: Test

LEARNING ACTIVITIES

1. Test over Play Unit

RESOURCES/ASSIGNMENTS

1. Resource FF

EVALUATION:

1. Student will pass their evaluation test with 65% accuracy.

PROGRAM: Child Care Occupations

TASK TITLE: Nutrition Concerning Children

TASK NUMBER: 27

STUDENT WILL: provide experiences with foods in pleasant and attractive setting

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GIVEN: Resource 14, 21, GG

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Explain the nutritional needs of children (ages 6-10) which relate to the basic four food groups.	1. Resource 21 Assignment: Collect newspaper items or jot down comments heard on television concerning food and nutrition.
2. Discuss reasons why appetites change throughout the growth process of children.	2. Resource 14, pg. 207
3. Relate memories of childhood eating patterns.	3. Assignment: Resource 14, pg. 209 "My Food Habits and Eating Pattern."
4. Discuss how the physical development of children is affected by the food they eat.	4. Resource 14, pg. 204
5. Discuss each students findings from the assignment concerning food and nutrition.	
6. List physical evidence of improper diets in school age children.	
7. Having a nutrition break--ways to serve foods in a relaxed atmosphere.	Resource GG

EVALUATION:

1. Student will serve foods in a relaxed atmosphere in a child-care setting.
2. Student will write down comments from the media concerning children and evaluate the comments as being excellent through poor for children's health.

PROGRAM: Child Care Occupations

TASK TITLE: Nutrition in the Child Care Lab

TASK NUMBER: 28

STUDENT WILL: make up a recipe

GIVEN:

LEARNING ACTIVITIES	RESOURCES/ASSIGNMENTS
1. Quiz from speaker.	
2. Make up a recipe using pictures and very few words that children would be able to make themselves.	2. Put in file card

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EVALUATION:

1. Student will design a recipe with 90% accuracy on production checklist.

PROGRAM: Child Care Occupations

TASK TITLE: Nutrition Speaker

TASK NUMBER: 29

STUDENT WILL: listen to speaker

GIVEN: Speaker

LEARNING ACTIVITIES

1. Speaker from Winnebago County Extension Service.

   Discussion of special programs and problems in nutrition for school age children.

RESOURCES/ASSIGNMENTS

Assignment:
Quiz next day over speaker.

EVALUATION:

1. Student will identify evidence of improper diets in children through a 70% accuracy quiz.

PROGRAM: Child Care Occupations

TASK TITLE: Promoting Childrens' Health

TASK NUMBER: 30

STUDENT WILL: distinguish between healthy and unhealthy children

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GIVEN: 14

LEARNING ACTIVITIES

1. List signs of a healthy and unhealthy child. (ill health and poor health habits)

2. Have the school nurse come and talk about signs and signals of unhealthy children. (ages 6-10)
   Discuss immunization.

RESOURCES/ASSIGNMENTS

1. Resource 14, Chapter 9

2. Write out questions for the vistor

EVALUATION:

1. Student will observe children to determine signs of being healthy and unhealthy through a checklist.

RESOURCES

Reference
Number

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#4 Weir, Wendy. Saint Patrick's Day and Easter Fun. Teacher Created Materials. Sunset Beach, CA 1982

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RESOURCES

Reference	Source
A	Teacher made letter to parents.
B	W-2 forms
C	Teacher made lesson plan format.
D	Handout on what makes up a latch-key child.
E	Teacher made snack procedures guidelines.
F	Teacher made bulletin board guidelines.
G	Teacher made evaluation forms.
H	Teacher made evaluation forms.
I	Teacher made evaluation forms.
J	Teacher made evaluation forms.
K	Teacher made questions about childhood.
L	Teacher made test over program.
M	Teacher made test over behavior.
N	Handout on observation of discipline.
O	Handout on verbal guidance.
P	Handout on positive guidance techniques.
R	Handout on benefits of play for young children.
S	Teacher made instruction sheet for making up a toy or game.
U	Handouts on play activities.
V	Handouts on play activities.
W	Handouts on play activities.
X	Handouts on play activities.
Y	Handouts on play activities.
Z	Handouts on play activities.
AA	Handout on art activities.
BB	Handout on creativity for play.
CC	Handout on tools of play.
DD	Handouts on toy safety needs.
EE	Handout on play equipment for young children.
FF	Teacher made test over play unit.
GG	Handout on ways to serve foods in a relaxed atmosphere.

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